

PERIODIC STEP INCREASE

FE/SS/PERS CONTROL	UNIT	PROCEDURE
		<p>(1) A. RECEIVES NOTIFICATION FROM OFFICE OF PERSONNEL LISTING PERSONNEL WHO WILL BECOME ELIGIBLE FOR PERIODIC STEP INCREASES UNLESS SUSPENDED BY THE DIVISION FOR UNSATISFACTORY PERFORMANCE.</p> <p>B. COMPARE NAMES ON LISTING AGAINST PERSONNEL LOCATOR INDEX AND NOTE ON LISTING THE RESPONSIBLE UNIT FOR EACH EMPLOYEE.</p> <p>C. PREPARE IN DUPLICATE A ROUTING SHEET REFLECTING EACH AFFECTED UNIT, ATTACH LISTING AND FORWARD.</p> <p>D. PLACE ONE COPY OF ROUTING SHEET IN A SUSPENSE FILE FOR FOLLOW UP TWO WEEKS PRIOR TO THE SUSPENSE DATE INDICATED BY THE OFFICE OF PERSONNEL.</p>
		<p>(2) REVIEW THE RELATED SOFT FOLDER AND,</p> <p>A. APPROVE IF FOR A STAFF EMPLOYEE WHOSE PERFORMANCE IS CONSIDERED TO HAVE BEEN SATISFACTORY.</p> <p>B. CONFER WITH BRANCH ON STAFF AGENTS AND/OR STAFF EMPLOYEE WHOSE PERFORMANCE WAS UNSATISFACTORY.</p> <p>C. IF DISAPPROVED, PREPARE NECESSARY CORRESPONDENCE AS OUTLINED IN [REDACTED].</p> <p>D. NOTE ANY DISAPPROVALS ON LISTING, INITIAL ROUTING SHEET AND FORWARD TO NEXT UNIT OR BACK TO CONTROL.</p>
		<p>(3) A. FOLLOW UP TO INSURE REVIEW BY ALL UNITS PRIOR TO O/P SUSPENSE DATE.</p> <p>B. REVIEW LIST AND FOLLOW UP ON DISAPPROVALS TO INSURE RECEIPT OF MEMOS BY O/P NO LATER THAN SEVEN DAYS PRIOR TO SCHEDULED EFFECTIVE DATE OF PSI.</p>
25X1A FROM OP		<p>(4) UPON RECEIPT OF PSI NOTICE (TWO COPIES) FROM O/P, FILE ONE COPY IN SOFT FILE, AND EITHER FORWARD OTHER COPY TO HEADQUARTERS EMPLOYEE OR DESTROY IF FIELD EMPLOYEE.</p>